



Natural Resources Conservation Service
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*Helping People
Help the Land*

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Transmitted via Email

October 18, 2006

MINNESOTA BULLETIN NO. 250-7-3

SUBJECT: FNM – Notification of Noncompliance to WebTCAS Policy

Purpose. To provide information.

Expiration Date. September 30, 2008

ACTION DUE BY: OCTOBER 28, 2006

During July 2006, an Agency-wide audit of WebTCAS was conducted to determine compliance with the Office of Management and Budget (OMB) Circular No. A-1123, Management Accountability and Control, as well as the Department Regulations, No. 1110-002, Management Accountability and Control. As specified in these guidelines, management accountability and control is an integral part of the entire financial cycle of planning, budgeting, management, accounting, and auditing.

As a result of the Agency-wide audit, several offices were found to have timekeepers maintaining and verifying their own timesheets. On August 1, 2006, a notification title "National Audit on WebTCAS System" was sent to all employees and directed all supervisors to ensure that this problem was corrected. However, in a subsequent audit of the WebTCAS system in September revealed that not all of the corrections have been made. You are once again asked to ensure that timekeepers are assigned to another timekeeper.

The next step of this process, to bring the Natural Resources Conservation (NRCS) into compliance with OMB and Department Regulations, is to have timesheets certified by supervisors prior to submission to the National Finance Center (NFC). This action means that the "option to select supervisor approval prior to submission to NFC" will no longer be a choice, it will be **mandatory**. The flag in WebTCAS will be switched, effective Pay Period 22 (October 29 – November 11, 2006).

Prior to implementing this process, all personnel **must** be assigned to a supervisor. The agency audit found that 50 percent of the states have personnel who were not assigned a supervisor (As a reminder, when personnel actions occur causing a change in supervisor, i.e.; reassigned, transferred etc., in submitting the SF 52 provide the name of new/replacement supervisor to affect an up-date to the EmpowHR system).

If supervisors have questions or in need of assistance assigning backup supervisors contact Gloria Larson (651) 602 -7875, email:gloria.larson@mn.usda.gov or Tessa Garcia at (651) 602-7872, email: tessa.garcia@mn.usda.gov, WebTCAS Personnel Office Identifier (POI) coordinators. All supervisors must have two (2) backup supervisors assigned in WebTCAS (ASTCs will ensure that ALL supervisors have been assigned backup supervisors. Supervisors can assign backup supervisors by going to their WebTACS profile). Also, your local office timekeeper can assist you as well in assigning backup supervisors.

WILLIAM HUNT
State Conservationist

DIST: AE